MEMORANDUM

TO: Directors of Schools

FROM: Jerry Bates, Director, Applied School Technology

DATE: October 15, 2003

SUBJECT: **E-TOTE for 2003-2004: Who, What, Why, When, Where and How**

WHAT: We thank you and your administrators for the extraordinary response to our first annual E-TOTE survey last year. We had unprecedented response, with a full 100% of public schools in Tennessee completing this online survey. The annual E-TOTE survey is designed to give valuable information on the state of technology <u>and its use</u> in our schools.

> **WHEN:** *SCHEDULE*
> The E-TOTE survey for 2003-2004 will be available online in mid October 2003 with a deadline of January 15, 2004. All districts that receive federal funds under No Child Left Behind's Title II Part D program must complete the district-level surveys and ensure that all their schools complete the survey.

WHY: *Data Use, Prior Data, Reports:* E-TOTE data is designed to assist district- and state-level technology planning, support decision-making in the use of federal Title II Part D technology funds, and to generate data required for federal accountability reports. We understand many districts have employed E-TOTE data in their own strategic technology planning. Full participation in the E-TOTE survey is a monitoring point for federal programs. Reports from last year's survey remain available on the web. Schools and districts can also retrieve a copy of last year's survey responses.

WHO: *School-level responsibility:* We believe that the principal of a school is the most appropriate person to oversee the information requested in the school E-TOTE survey because the survey is intended to be filled out by the person who can best provide current, accurate, and complete data for all of the sections. This may be a school-based person designated by the principal, such as a library media specialist or building level technology coordinator. Last year, many principals delegated the data collection responsibility, but retained the final "say-so" in what was finally submitted. We believe this is a viable tactic, but we do recommend that the principal personally review the responses before the actual "Submit" button is clicked!

District-level responsibility: The individual(s) with the district password will be responsible for submitting the brief district-level survey. We recommend that your district technology coordinator or federal programs director use the online E-TOTE site to monitor the progress of the schools submitting the surveys. We have added a "date submitted" notation to the Admin Tool provided on your district's E-TOTE page which should help with this. We want you to know that the district password gives rights for

making corrections to school level entries.   If it is necessary to make changes to an already-submitted school-level survey before the deadline, please do be sure to inform the school's principal!

HOW: *Passwords*: Passwords are required to enter data into the survey. Each principal will receive a unique username and password. We will also mail a district password to your office. This letter will include a master copy of your school passwords. Passwords should not have changed from last year. District technology coordinators requested we continue to password-protect school-level reports, so we will. We continue to use a hierarchical password system. This means that a district's password provides access to all its schools' data and reports, and a school's password gives access to its data and reports. No password is needed for district or statewide summary reports.

> *Survey Item Changes:* We carefully examined every item in the E-TOTE survey and have reworded several that were not clearly stated. We also added a few demographic items to both the district and school level surveys. We refocused the technology literacy section on grades 2, 5, 8 and 12 (omitting the "whole school" section).

> *Student Technology Literacy:* One of NCLB's requirements is that every child be technology-literate by the time he leaves the eighth grade. Tennessee does not plan to introduce "technology literacy" items into the standardized test protocols. We must, nevertheless, collect data for the required federal reports. The approach we have chosen is to utilize the E-TOTE survey.

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WHERE:

Tennessee's E-TOTE Web site	www.state.tn.us/education/acctetote.htm
E-TOTE data collection site	http://tn.ontargetus.com
E-TOTE tech support	1-800-624-4205 or ontargetsupport@aws.com

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Questions: If you have questions, feel free to contact me: Jerry Bates (615.532.6287) or Jerry.Bates@state.tn.us